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Cap 2

WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION
Washington 25, D. C.

August 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-6

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Price Relationships

In order to carry out the responsibilities assigned to the Special Commodities Branch in Deputy Director for Civilian Programs Memorandum No. 1, price representatives have been named to represent the Branch on all price matters.

The representatives will be responsible for the initiation and development of all price programs for their respective commodities and will have the following specific duties:

1. Recommendations for the issuance of or modification of maximum price regulations.
 - a. Preliminary informal consultation with representatives of OPA.
 - b. Preparation of a memorandum to the Deputy Director setting forth the problem and recommending the desired action (Refer to Part 4 of Deputy Director's Memorandum No. 1).
 - c. Clearance of recommendations with interested Agencies of WFA (e.g., CCC, O.P., AAA, BAE, Solicitor, etc.).
2. Recommendation of problems concerning maximum price regulations for joint consideration by OPA and WFA.
 - a. When the problem concerns the commodity assigned to Office of Distribution, a memorandum shall be addressed to the Deputy Director. (See assignment list, Page 2, Memo #1 of Deputy Director for Civilian Programs.)
 - b. When the problem concerns a commodity assigned to another Agency, the memorandum shall be addressed to that Agency and a copy sent to the Deputy Director.
3. Clearance of proposed maximum price regulations which affect the assigned commodities.
 - a. Clearance with interested Agencies of WFA

- b. Clarification of issues raised by any Agency of WFA through consultation with OPA.
- c. Preparation of a memorandum to the Deputy Director (Refer to Part 2 of the Deputy Director's Memorandum No. 1).

The responsibilities outlined above shall be carried out as follows:

- 1. The commodity representative may consult directly with OPA on any pricing matter, but must obtain prior approval of the Deputy Director for Civilian Programs before making a firm agreement.
- 2. Memoranda addressed to the Deputy Director by the commodity representative shall be approved by the Branch Chief in a space so provided.
- 3. All correspondence with OPA except on routine matters shall be prepared for the signature of the Deputy Director.
- 4. All correspondence on pricing matters shall be routed to the Branch Liaison Representative for Price (SCB-A-3) and shall be submitted in an original, 3 white copies, and blue, green and yellow copies.
- 5. The commodity representative shall prepare a weekly report to the Branch Liaison Representative for Price, covering the items listed in Part VIII of the Deputy Director's Memorandum No. 1.

It will be the responsibility of the Branch Liaison Representative for Price to prepare and forward the required report to the Deputy Director, including copies of all correspondence and to expedite the clearance of any price regulations referred to this Branch.

